

Town of Brookline

Massachusetts



FY 2011 REQUEST FOR PROPOSAL APPLICATION (RFP) FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

Due: One (1) original and nine (9) copies of a typed completed application. Packet must be received by 12:00 p.m., February 26, 2010.

Questions regarding the completion of the application should be directed to Gail M. Lewis at (617) 730-2133.

Request for Proposals submitted after February 26, 2010 at 12:00 p.m. will not be considered for funding.

INFORMATION TO APPLICANTS

Purpose

The Community Development Block Grant (CDBG) Program of the United States Department of Housing and Urban Development (HUD) enables the Town of Brookline to carry out activities determined to be eligible under the grant which principally benefit low- and very low-income residents.

Eligible Criteria

HUD requires that any program funded with CDBG funds must (1) meet one of the categories of basic eligibility; (2) meet one of the national objectives of the program; and (3) provide adequate documentation as required by category of activity. If you are planning to apply for funding of an activity deemed eligible under the CDBG Program for an agency, please note that:

- Applications will only be accepted from non-profit organizations or Town agencies.
- All requests submitted will be in competition for funding.
- Activities must provide services to the primarily low- and moderate-income households of the Town.
- Agreements with the Town must run within the July 1, 2010 to June 30, 2011 timeframe.
- All organizations are eligible to participate without regard to religious character or affiliation.

General Criteria

1. All projects/activities should benefit lower income individuals or families due to the fact that Brookline currently has no identified areas of “slums and blight” nor does an “urgent need” exist, as defined by HUD.
2. Completed applications must be submitted by **Friday, February 26, 2010 at 12:00 p.m.** to the Planning and Community Development Department, 333 Washington Street, Room 309, Town Hall Brookline, MA 02445. **Submit 10 complete copies of the proposals on white, 8.5” x 11” paper (collated and stapled).**

Applicants are cautioned not to make assumptions as to the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information on or clarification of the RFP should be submitted in writing in a timely fashion being mindful of the RFP due date.

3. Applicants shall submit one application per project.
4. All proposed projects or activities must meet eligible activity guidelines as prescribed by HUD regulations. (See Basic Eligible Activities)
5. All proposed projects or activities must correspond with strategies and priorities noted herein, which are expected to be part Brookline’s Five Year Consolidated Plan and Strategy (FY2011-2015).
6. All projects previously funded by the Town of Brookline with CDBG funds must be in good standing, having met performance measurements standards set, and/or completed projects in order for the application to be eligible for funding. This means that all funds must be expended and/or on schedule to be expended by the contract end date. Any remaining funds must be identified in writing and are subject to reprogramming. This does not include requests for additional funding to complete a project.
7. Completion of the proposed project or activity must be within 12 months of the fiscal year funding cycle AND correspond to the project/activity’s outline (Page 14) submitted with the application.

Selection Process

At least two public hearings will be held during which the funding applications will be discussed and requestors will be able to make a presentation regarding their proposal. Applications will be reviewed and scored according to criteria established below by the CDBG Advisory Committee. The Committee will then make its recommendations to the Board of Selectmen. Final decisions on the applications will be made when the Town receives notification of its final CDBG entitlement amount and the process for obtaining the grant is completed by the Board of Selectmen.

While the Town makes every reasonable effort to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability.

- *The Town reserves the right to reject incomplete and unresponsive proposals or deny future funding to applicants that have a history of being unresponsive in carrying out the grant requirements as stated by the Town and the U. S. Department of Housing and Urban Development (HUD).*
- *This RFP is a solicitation of proposals only; no offer of contract of funding is implied.*
- *Costs incurred by the respondent in preparation and completion of this RFP are not the Town's obligation and may not be reimbursed through grant funds.*
- *The Town reserves the right to fund projects at a level less than the amount requested.*
- *The application must demonstrate that the proposal could not be completed without the request of CDBG funds.*
- *The Town reserves the right to waive irregularities or deficiencies in the proposal if the Town determines that doing so is in the best interests of the Town.*
- *The Town may request supplemental written information from an applicant concerning the applicant's ability to perform the services. If the applicant fails to provide supplemental information within the time stated in the request, the Town may refuse to consider the applicant's proposal.*

Rules and Record-Keeping Requirements

Successful applicants will be required to sign a written agreement with the Town, which will state all of the applicant's reporting obligations including, but not limited to, the following:

1. Written records to justify all expenditures must be maintained for a period not less than four years after the full amount of the grant awarded is expended. Your records will be subject to review by the Town and HUD.
2. You must agree to administer the CDBG activity in accordance with OMB Circular A-122, "Cost Principle for Non-Profit Organizations", and OMB Circular A-110. In addition, if you are awarded \$300,000 or more, you will be required to comply with the Single Audit Act of 1984.
3. You will be required to submit monthly status reports which include information on levels of program service; persons/households served, including their racial and ethnic origin; performance measures attained; and/or work out plans relative to expenditures and milestones.
4. You will be required to submit additional reports as may be required by the Department of Housing and Urban Development and the Town.
5. You will be required to obtain written proof of income documentation as required by the Town for each person or household you assist to clearly document their eligibility for participation in your program.
6. If any income is derived from the activities funded by CDBG, that income must be returned to the Town.

7. In the event that HUD should determine that CDBG funds were improperly spent, that money will be reimbursed to the U.S. Treasury, and your organization will be responsible for this reimbursement.

Other Information

1. If you anticipate that for the proposed project that you will submit an application for CDBG funds in future years, please provide details regarding that future request. For example, if your current proposal will require full or partial future CDBG funding for completion, this relationship should be clearly identified within this application.
2. Successful applicants must be willing to comply with all applicable Federal, State, and Town statutes, rules, regulations and record keeping requirements governing the use of CDBG funds. The applicant selected by the Town will be required to enter into a written contract requiring compliance with the RFP and the proposal and any modifications and conditions imposed by the Town including CDBG grant terms applicable to the project. This contract must be signed and executed prior to disbursement of any funds.
3. Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of an Environmental Review. Note: CDBG funds cannot be used to reimburse expenses incurred prior to the signing of a contract.
4. **Property Acquisition:** If acquisition is proposed, the applicant can have no financial or legal commitment to purchase. Any option agreements or other such agreements relating to the proposed purchase of the property shall be provided with the application for review.
5. **Construction Projects & Federal Wages Rates:** For any construction project over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved). These rates are established by area of specialization (i.e. plumbers, electricians, carpenters, laborers, etc.) and are based on either a “residential” or “commercial” rate. Sometimes, these wages are higher than accepted local rates and may increase the cost of the project since they must be paid on the entire project and not just the portion being funded by CDBG. There is additional record keeping burden required of contractors and applicant’s staff must conduct site interviews with employees while the work is underway.
6. **Town of Brookline Living Wage Ordinance:** The guidelines outlined in the Living Wage By-Law shall apply to all service contracts of the Town of Brookline. Covered Employee means any employee who performs direct services for the purpose of fulfilling the covered employer’s contractual obligations provided, however, that employees who perform services that are incidental to the execution of the contract are not covered employees. Services mean the furnishing of labor, time, or effort by a contractor and/or covered employer. Service contract means a contract for services awarded to a vendor by the Town for no less than the following amounts: \$5,000.00 for contracts commencing in fiscal year 2008 and thereafter. Effective January 1, 2009, the living wage is \$12.06 per hour.

Grant Initiation

Following initial notification of project selection for the entitlement grant, additional public hearings will be held until the Board of Selectmen vote on approval of the grant and its submission to HUD. Notification of project selection does not imply approval of all activities, specific costs proposed or proposed timelines. During the grant negotiation period proposed activities, additional resources, administrative costs, and other aspects of the project that were identified during the rating process will be discussed and resolved.

Once HUD approves the Town's FY2011 One Year Action Plan and an agreement is executed between HUD and the Town, a grant agreement with recipients will be negotiated. The Subrecipient Agreement is the legal document which governs the administration of the grant and includes, but is not limited to:

- The amount of CDBG funds provided as well as the amount and sources of other funds committed to the project.
- A detailed project description outlining the scope of work to be completed.
- A detailed budget for implementation of project activities.
- The schedule for implementation of project activities.
- The general and special terms and conditions associated with the grant.
- HUD regulations and provisions.

Tentative Dates for FY2011 CDBG/HOME Program

2011 Application Cycle	
Applications Due	February 26, 2010 @ 12:00 p.m.
CD Advisory Committee Review of RFP's	March 9, 11, 16 or 18 2010
CD Advisory Committee Recommendations Meeting	March 18, 2010 or future date as needed

FY2011 CDBG/HOME Schedule for Subrecipients	
Beginning of Fiscal Year	July 1, 2010
2010 CAPER final material from subrecipients due	August 2, 2010
All agencies must have one invoice submitted by this date or a letter explaining why no activity has occurred.	September 10, 2010
Minority Business Enterprise and Women Business Enterprise Report (MBE/WBE)	September 30, 2009
Section 3 Reporting	September 30, 2010
Semi Annual Labor Standards Report (4/1/10 to 9/30/10)	October 11, 2010
Semi Annual Labor Standards Report (10/1/10 to 3/31/11) due	April 13, 2011
Last day to submit invoices for FY2011	June 17, 2011
<i>Monthly Status Reports due:</i>	
August 16, 2010	January 15, 2011
September 18, 2010	February 19, 2011
October 16, 2010	March 19, 2011
November 20, 2010	April 16, 2011
December 18, 2010	May 21, 2011
	June 18, 2011

Scoring Criteria

All applications received will be subject to the following scoring criteria as part of evaluation/selection process.
Maximum Score: 100 points.

POINTS	CRITERIA
12	Project Summary: Clear definition of need and appropriateness of proposed project to meeting this need.
10	Needs Statement: Identify and document the need for the proposed project, with current information, cited references, and understood issues.
10	Description of Proposed Program or Project: Provide sufficient detail to understand what will be accomplished along with the number of people to be served, described features of the program, and staffing levels and locations.
12	Goals and Objectives: Accomplishments must be described in terms of households served, people served, business created, housing units created, jobs created, or public facilities undertaken.
10	Methods of Accomplishing Goals and Objectives: Project schedule/timeline included. If prior funded grantee, performance measures met.
4	Organization Experience: Subrecipient has sufficient experience in providing the proposed services. Past service levels indicate a record in achieving the proposed objectives.
4	Management & Staff Experience: Provide an overview of your organization including length of time in existence.
4	Strategies for Building on Community Strengths: Describe how you employ strategies to build on community strength, including expansion of coordination with other agencies.
10	Program Evaluation Process: Subrecipient presents a reliable method of evaluating the program, which shows knowledge of methods that include qualitative as well as quantitative tools.
4	Matching Funding: To what extent will the subrecipients proposed project be supported by funds other than CDBG?
10	Fiscal Management: Describe the procedures for ensuring accurate fiscal management and control.
10	Schedule of Project Activities: Accurately determined outputs and goals for your activity/project

APPLICATION FOR FUNDING

(Please return pages 8-27 only, along with other required attachments and a cover page)

Note: Ineligible Activities

According to HUD regulations, CDBG funds may **NOT** be used for the following activities:

- Buildings for the general conduct of government (e.g., Town Hall);
- General government expenses;
- Political activities;
- New housing construction except under certain conditions when carried out by CBDO;
- Income Payment; and
- Acquisition, construction, or rehabilitation of structures that are used for inherently religious activities.

Tips for Preparing your Proposal

- Make sure your proposal is neat, clean, and free of typographical errors. Break up the copy with paragraphs and double-spacing. Don't use extravagant proposal packaging such as spiral bindings or plastic covers.
- Explain in common terms any funding sources the review committee may not be familiar with.
- Cite your sources when using charts, tables, and graphs.
- Be clear and concise when describing your program.
- Your proposal should address the problems of the people, *not the problems of the agency*.
- Follow the instructions provided.

Current Low- and Moderate-Income Guidelines

Effective March 19, 2009, the Department of Housing and Urban Development (HUD) released the FY2009 Median Family Income Limits. At least 51% of the funded activity participants must meet low or moderate-income guidelines as determined by HUD. The current guidelines are as follows:

HOUSEHOLD SIZE	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-50%)	LOW INCOME (51-80%)
1	\$18,950	\$31,550	\$46,300
2	\$21,650	\$36,100	\$52,950
3	\$24,350	\$40,600	\$59,550
4	\$27,050	\$45,100	\$66,150
5	\$29,200	\$48,700	\$71,450
6	\$31,400	\$52,300	\$76,750
7	\$33,550	\$55,900	\$82,050
8	\$35,700	\$59,550	\$87,350

FY2011 REQUEST FOR PROPOSAL

Provide information as requested. Answer questions thoroughly. Attach additional information where requested.

Please type your application.

I. General Information:

Organization Name:

Organization Address:

Project Name:

Project Address:

Contact Person(s):

Telephone Number:

Fax Number:

Email Address:

Employer IRS ID#:

DUNS #:

If you do not presently have a DUNS number you will be required, if funded, to obtain one.

Certification

"I certify that I have reviewed this application and that to the best of my knowledge and belief, all of the information provided in this application is true."

Signature of Authorized Representative

Date

Print Name

Title

II. Basic Eligible Activities

According to HUD regulations, the Community Development Block Grant's (CDBG) primary objective is to improve communities by providing decent housing; a suitable living environment; and, expanding economic opportunities "principally for persons of low- and moderate-income." As a result, all projects/activities must include some method of documentation that CDBG funds used for your activity benefit persons of low- to moderate-income. Please indicate which applies to your agency's activity. Check *only one* of the following, which is applicable to your request.

ACQUISITION

Acquisition in whole or in part by a public agency or private nonprofit entity, by purchase, lease, donation or otherwise, of real property for any public purpose.

PUBLIC FACILITIES AND IMPROVEMENTS

Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements carried out by the recipient or other public or private nonprofit entities.

NOTE: Facilities designed for use in providing shelter to persons having special needs are considered public facilities that are not subject to the prohibition of new construction. Such facilities include shelters for the homeless, convalescent homes, hospital; nursing homes; battered spouse shelters.

CLEARANCE ACTIVITIES

Clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

PUBLIC SERVICES

Provision of public services (including labor, supplies, and materials) which are directed toward improving the community's public services and facilities. In order to be eligible for CDBG assistance, public services must meet the following criteria:

Public service must be either (a) new service or (b) a quantifiable increase in the level of service above that which has been provided by or in behalf of the unit of general local government (through funds raised by such unit, or received by such unit from the State in which it is located) in twelve calendar months prior to the submission of the application.

NOTE: Public services include, but are not limited to:

- Child care
- Health care
- Job training (including training a qualified pool of candidates for unspecified jobs)
- Recreation programs
- Education programs
- Public Safety services
- Fair housing activities
- Services for senior citizens
- Services for homeless persons
- Drug abuse counseling and treatment
- Energy conservation counseling and testing
- Welfare services (excluding income payments)

INTERIM ASSISTANCE

CDBG funds may be used to provided interim assistance where:

- a. Immediate action is necessary to stop physical deterioration until a permanent solution is done.
- b. Emergency conditions threaten the public health and safety.

REMOVAL OF ARCHITECTURAL BARRIERS

Special projects directed to the removal of material and architectural barriers, which restrict the mobility, and accessibility of elderly or handicapped persons to publicly owned or privately owned buildings, facilities and improvements.

REHABILITATION AND PRESERVATION ACTIVITIES

Types of assistance:

- a. Grants, loans, loan guarantees, interest supplements and other forms of financial assistance may be provided.
- b. Property acquisition – Assistance to private individuals and entities (whether profit or nonprofit) to acquire for the purpose of rehabilitation and to rehabilitate properties for use of resale for residential purpose.
- c. Security devices – Installation costs of sprinkler systems, smoke detectors and dead bolt locks, and other devices for purpose of security.
- d. Renovation of closed buildings for the conversion from one use to another (e.g., the renovation of a closed school building to residential use).
- e. Historic preservation (except buildings for the general conduct of government).

SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES

CDBG funds may be used for special economic activities in addition to other activities which may be carried out as part of an economic development project. Specific economic development activities include:

- a. Acquisition, construction, reconstruction, rehabilitation of commercial or industrial buildings, structures and other real property, equipment and improvements.
- b. The provision of assistance to private for profit businesses, including, but not limited to grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support for any other activity necessary or appropriate to carry out an economic development project (except buildings or portions thereof used predominantly for the general conduct of government, general government expenses, and political activities).
- c. Providing economic development services in connection with otherwise eligible CDBG economic development activities.

NOTE: Special economic development activities may include:

- Construction of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses,
- Loans to pay for the expansion of a factory or commercial business,
- Technical assistance to a business facing bankruptcy, and
- Providing training needed by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities.

MICROENTERPRISE ASSISTANCE

Public or private organizations may use CDBG funds to facilitate economic development through the establishment, stabilization and expansion of microenterprises. CDBG funds can provide financial assistance to an existing microenterprise or to assist in the establishment of a microenterprise. Funds may also be used to:

- a. Provide technical assistance to a new or existing microenterprise or to persons developing a microenterprise, and
- b. General support to owners of microenterprises or to persons developing a microenterprise.

SPECIAL ACTIVITIES BY COMMUNITY BASED DEVELOPMENT ORGANIZATIONS (CBDO)*

A qualified CBDO can only carry out any or all of the following three types of projects:

- a. Neighborhood revitalization – Activities of sufficient size and scope to have an impact on the decline of a designated geographic location (e.g., neighborhood or a group of joining neighborhoods).
- b. Community economic development – Activities that increase economic opportunity principally for low- and moderate-income persons, or those activities that are expected to create or retain businesses or permanent jobs within the community.
- c. Energy conservation – Activities that are designed to conserve energy for the benefit of residents within the CBDO's service area.

* Please contact the Planning and Community Development Office prior to completing an application under this category to ensure that your organization meets the criteria of a qualified CBDO and to discuss the advantages available to a CBDO.

Project Eligibility

This project must meet at least ONE of the National Objectives of the CDBG program listed below*:

Benefits low- and moderate-income individuals/households.

Meets a particularly urgent community development need. (Must pose threat to health and welfare of community)

Prevent or eliminate slums or blight.

***For National Objectives: all projects/activities should benefit low/mod income individuals or families ONLY. Brookline has neither areas identified as “slum and blight” nor does an “urgent need” exist, as defined by HUD.**

This project meets at least one of the National Objectives of the CDBG program. Check ONE statement below that best describes HOW this project/activity meets National Objectives:

L/M Area Benefit (LMA): the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons or they are L/M income persons in the HUD defined exception area. (See CDBG Area Map for reference) The benefits of this type of activity are available to all persons in the area regardless of income. *Examples: street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts. Any project identifying*

this National Objective must provide a map showing the area and provide the calculation as to percentage of L/M income persons within.

L/M Limited Clientele (LMC): the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. *Examples: construction of a senior center, public services for the homeless, meals of wheels for elderly, construction of job training facilities for the handicapped.*

L/M Housing (LMH): the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income person must be occupied at affordable rents. *Examples: acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.*

L/M Jobs (LMJ): the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. *Examples: loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by L/M persons.*

Check the one objective that best describes the **long-term** goal/objective of your program:

Enhance/Create Suitable Living Environment – In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Create Decent Affordable Housing – The objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured above under Suitable Living Environment).

Creating Economic Opportunity – This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Check one outcome that best applies to the purpose of your activity:

Availability/Accessibility – This outcome category applies to activities that make services infrastructure, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people.

Affordability – This category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

Sustainability: Promoting Livable or Viable Communities – This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

III. Consolidated Plan Strategies

The FY 2011-2015 Consolidated Plan is currently being drafted. The following strategies are expected to be included among the strategies in that plan. Of the strategies listed, please indicate which goals your project will meet for FY2011 (Check all goals that apply within your project's applicable strategy):

A. Housing Strategies

Work with non- and for-profit developers to acquire and redevelop existing rental units for cost-burdened residents of Brookline earning less than 80% of median income.

Assist qualified non- and for-profit developers to develop affordable new rental for households earning less than 60% of area median income as well as ownership and rental opportunities for households earning less than 80% of area median income.

Work with private developers to develop on-site affordable units in market-rate developments, as part of the Town's Inclusionary Zoning By-law.

Maximize continued affordability in expiring use developments.

Assist low- and moderate-income renter households with the purchase of a home in Brookline through the Homebuyer Assistance Program.

Where appropriate, work with a private developer to improve town-owned land for redevelopment as mixed-income housing.

Assist those requiring housing with special needs i.e. the Elderly, persons with HIV/AIDS, persons with disabilities, victims of domestic abuse, persons with alcohol and other drug addictions.

B. Homeless Strategies

Increase the stock of permanent supportive housing to reduce homelessness among individuals and families.

Provide emergency and transitional shelter for homeless individuals and families.

Provide outreach and supportive services to homeless individuals and families.

C. Strategies to Help Persons With Special Needs

Provide victims of domestic violence with transitional housing, counseling, and other support.

Provide the elderly with transportation and services that enable them to live independently and actively in the community.

D. Community Development Strategies

Removal of Architectural Barrier Needs: Continue to bring public facilities into conformance with the Americans with Disabilities Act (ADA) and make other improvements to provide access to low- and moderate-income persons.

Infrastructure Improvement Needs: Continue to improve public infrastructure in eligible areas through streetscape improvements and ADA improvements.

Public Facilities Needs: Construct improvements to eligible park and recreation facilities to improve the quality of life for low- and moderate-income residents.

Public Service Needs: Improve and expand social service facilities and services to meet the needs of the community.

Economic Development Needs: Fund commercial area improvements to assist in the success of microenterprises and other businesses in eligible areas and explore ways to effectively assist businesses in Brookline

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NOTE: The following are identified as non-housing community development needs in the Five Year Consolidated Plan.

Planning

Public Services

IV. Proposal Application Outline

Please submit an outline for your project covering the below information. Please be as descriptive as possible and attach your outline separately:

1. Executive Summary

Clearly and concisely summarize your request for funding by explaining who will be served, how many will be served, what program is proposed, and the total amount of CDBG funds requested to operate this program.

2. Needs Statement

Discuss the problem or need your project is designed to address. Provide sufficient data to document the needs to be met or the problem(s) to be addressed by the program. Please cite the sources of the information used.

3. Description of Proposed Program or Project

Describe the elements of your proposed program or project, including information on target population, numbers of people to be assisted, special features, level of staffing, and where services will be delivered.

4. Goals and Objectives

List and describe the goals and objectives of the proposed project. Make sure that objectives are stated in measurable terms.

5. **Methods of Accomplishing Goals and Objectives**

Describe the activities you will use to achieve the stated goals and objectives.

6. **Organization Experience**

Describe your organization's previous experience in providing the services proposed in this application. Please include levels of service provided, noteworthy accomplishments, recognition received, types of clients served, years in the community, etc.

7. **Management & Staff Experience**

Please provide background information on the project manager, other relevant staff, any contract personnel and volunteers who will be involved in the proposed project or program (i.e., education, years of experience, or special skills).

8. **Strategies for Building on Community Strengths**

Describe how you intend to build on the strengths of the Town in administering your program or project. The Town's assets include: local institutions, associations, individuals, etc.

9. **Program Evaluation Process**

Explain how you will evaluate the results of your project. How will you determine that you have accomplished the project's goals and objectives? Please describe your method for obtaining this information from all clients served by your CDBG funded project or program.

10. **Matching Funding**

Describe additional funding you have in place. Provide documentation of public and or private agencies that are committed to providing funding for your proposed program during fiscal year 2011. Include agency name, address contact person, telephone number and email address. Describe your plan for funding the project at the close of this fiscal year if CDBG resources are no longer available.

11. **Fiscal Management**

CDBG funds are paid-out to grant recipients on a reimbursement basis. With the exception of certain advances, payments are made for eligible expenses only after they have actually been incurred. Please describe your agency's financial capacity to operate the project on a reimbursement basis. Describe accounting procedures to ensure accurate financial reporting and fiscal control.

12. **Schedule of Project Activities**

Identify all of the primary objectives that will be completed during the fiscal year as part of your program. Indicate which objectives are outputs or outcomes and when these tasks will be performed. This information will form the basis for determining how well your project is planned. It will also be used as an important monitoring tool if a grant is awarded for your project. Add as many objectives as needed to achieve each goal.

V. **Project/Activity Funding Request and Budget**

1. CDBG Funds Requested: \$

Total Funding to be Leveraged from other Sources: \$

Please use Form C, Pg. 26 for more specific breakdown

NOTE: Under no circumstances may costs incurred prior to an award of CDBG funds be eligible for reimbursement through this grant program.

2. Check the box that applies to the proposed project/activity.

New program

Expansion of existing program

Support of Existing program (with no expansion).

New “support” program.

Existing “support” program (with no expansion).

Other (explain).

3. What is the total cost of the proposed project/activity? Attach a copy of your organization’s budget.

- a. **For public services:** use Program Budget Form on Page 19 to provide a budget summary for the proposed project/service. Use it to estimate all costs directly related to the proposed project or service. If approved, you may be required to further itemize costs.
- b. **For rehabilitation/construction projects/activities:** use Forms A and B on Pages 24-25. Your proposal must include copies of contractor and/or architect/engineer estimates. Have you applied for funding from any other source(s) for this project? Include any letter(s) of commitment for ongoing funds or approved funds from other source(s) to assist with the proposed project/services that you are requesting.

4. What is/are the current source(s) of funding for the project/service? What are your organization’s major source(s) of revenue to operate programs?

5. Describe you organization’s fiscal management, including financial reporting, payment procedures, accounting systems, and audit requirements. Provide you agency’s most recent financial audit or certified financial statement.

6. Has the organization attempted to coordinate the project/service with other agencies to avoid duplication of services? Yes No

If yes, please explain.

- a. Identify other agencies in the Town of Brookline (including non-profit and government) that provide services similar to your proposed project/service. How do the programs differ? How do they overlap? Is there collaboration with other agencies

- b. Identify other agencies in the Town of Brookline that provide services directed toward the same target beneficiaries of your proposed project/service. Do you provide interagency referrals to other agencies serving the same target beneficiaries?

Program Budget

Clearly delineate your program costs using the format provided below:

	Requested CDBG Funding	Other Contributions	Total Cost
A. Personnel (if applicable)			
Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
Sub-Total	_____	_____	_____
B. Non-Personnel (if applicable)			
Rent	_____	_____	_____
Equipment Rental	_____	_____	_____
Supplies	_____	_____	_____
Vehicle Rental	_____	_____	_____
Travel	_____	_____	_____
Utilities	_____	_____	_____
Marketing & Outreach	_____	_____	_____
Insurance	_____	_____	_____
Professional Fees	_____	_____	_____
Other Contract Services	_____	_____	_____
*Other	_____	_____	_____
Sub-Total	_____	_____	_____
TOTAL	_____	_____	_____

(*Must be an approved eligible expense)

VI. Performance And Outcome Measures

The US Department of Housing and Urban Development (HUD) requires entitlement grantees to implement a performance measurement system that gathers information to determine how the programs and projects are meeting local needs. Based on the intent when funding a project, the grantee should determine under which of three objectives listed below to report the outcomes of their projects and activities. Once the objective is chosen, the grantee should choose which of the three outcome categories, also listed, best reflects what the project is seeking to achieve (the results) in funding a particular activity. While maintaining the flexibility of the CDBG programs by allowing grantees to determine program objectives based on the intent of the project/activity, the system also offers a specific menu of objectives and outcomes so that reporting can be standardized, and the achievements of these programs can be aggregated to the national, state and local level.

HUD requires that all recipients of federal funds accept productivity and the impact of their programs the following questions address your program operations and accountability.

	OBJECTIVES	MONTH OF ESTIMATED COMPLETION
OUTPUTS (Outputs are the direct project of the program's activity. They are quantifiable goals, typically measured in terms of the volume of work accomplished such as a number of low-income households.)	1.	
	2.	
	3.	
OUTCOMES (Outcomes describe the intended effect of the services/activities described in the objectives. They should be realistic and attainable within the time-frame of the grant)	1.	
*When determining which is the appropriate outcome, applicants should ask themselves: <u>Why am I undertaking this activity?</u>	2.	
	3.	

VII. Special Needs Populations

Please identify any special needs populations (see list below) that your project will serve. More than one group may be identified

Special Needs Populations	Number/Estimate Only
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly persons (62 or older)	
At-risk children and/or youth type of risk:	
Other (specify):	
Persons with multiple special needs as listed above (specify):	

VIII. Race and Ethnicity

Racial/Ethnic Categories Serviced: Approximately what percentage of those persons for this proposed project fall within each of the following racial/ethnic categories during the grant year?

Racial/Ethnic Categories	Percentage
White (Non-Hispanic)	
African-American	
Hispanic	
Asian/Pacific Islander	
American Indian/Alaskan Native	
Other (specify):	
	100%

Town of Brookline 2010 Program Year

HUD Requirement Checklist

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the Town of Brookline will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Obviously, this is a comprehensive list, which must evaluate a wide array of different kinds of proposals. Therefore, not every item will be applicable to every project. **Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.**

A. General Subrecipient Information	Yes	No	N/A
1. Is your project eligible for CDBG funding?			
2. Are previous CDBG projects complete to the degree required?			
B. Applicant's Background	Yes	No	N/A
1. Is the applicant a legal non-profit organization or unit of government?			
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 7 for guidelines)?			
3. Does applicant have the capability to maintain written income documentation?			
4. Has the applicant made a legal or financial commitment to a proposed project?			
5. Is the applicant primarily a religious organization?			
6. Has the applicant administered a CDBG project previously?			
7. Is your agency willing and able to provide all required reports and accountability to the City as required by HUD?			
C. Project Location and Land Use Issues	Yes	No	N/A
1. Has a location for the project been selected?			
2. Is the proposed project within the Town's limits?			
3. Does the proposed project meet local zoning and land use laws?			
4. Are any land use permits such as a Site Review required?			
5. Have these approvals been obtained?			
6. Does the project comply with current building code requirements?			
7. Does the project meet handicapped accessibility requirements?			

D. Environmental Issues	Yes	No	N/A
1. Is the project located in the 100-year floodplain?			
2. Is a wetland located on the project site?			
3. Has any environmental contamination been identified on the project site?			
4. Has asbestos been identified on the project site?			
5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify.			
6. Is the proposed project located on a major arterial or near the railroad?			
7. Is the proposed project located adjacent to an above ground flammable storage tank?			
8. Does the proposed project involve a structure that is 50 years or older?			
E. Labor Requirements	Yes	No	N/A
1. Does the project involve construction over \$2,000 in cost?			
2. Will the project trigger Davis-Bacon wage requirements?			

Form A

To be completed for Development or Rehabilitation Proposals

Housing Proposals: Please provide your best (realistic) date estimates regarding the project schedule

Activity	Start Date	Completion Date
Site Planning & Development		
Option		
Site Acquisition		
Plan Development		
Pre-application		
Land Use Approval		
Construction Plans		
Final Bids		
Contractor Selection		
Building Permits		
Grant applications		
Local		
State		
Federal		
Non-government		
Other		
Loan Applications		
Construction loan		
Permanent		
Construction Phase		
Construction		
Certificate of Occupancy		

Form B

Uses of Funding

To be completed for Development or Rehabilitation Proposals

Housing Proposals

	Total Cost	CDBG Request	Other Source(s)
Acquisition Costs			
Land			
Improvements			
Liens and other Taxes			
Closing costs			
Off-Site costs			
Other			
SUBTOTAL			
Development Costs			
Land Use Approvals			
Building Permits/fees (Include Engineering and Community Development Fees)			
Relocation Costs			
Environmental Report / Lead Based Paint Clearance			
Soils Report			
Survey			
Marketing			
Insurance			
Other			
Fees			
Architectural/Engineering			
Legal/Accounting			
Appraisals			
Lender fees			
Construction Loan			
Permanent Loan			
Tax Credit Fees			
Developer Fee			
Consultant Fee			
Other			
TOTAL			

Form C

SOURCE(S) OF FUNDS FOR OPERATING EXPENSES WORKSHEET

Completeness of this worksheet establishes the capacity of the organization to sustain the operations of the program(s).

Sources	Secured	Conditional (awarded with conditions)	Tentative	Commitment Date
Federal Grants				
State Grants				
Local Grants				
Non Governmental Grants				
Donations/Gifts				
Applicant Contribution				
Program Income				
Loans				
Other (specify)				
TOTAL				

Please provide a description the timeline of loan and grant application dates as related to the proposed project. Specifically, for any tentative funding sources please provide application dates, award dates and funding availability dates.

DISCLOSURE

If additional space is necessary, please attach a separate sheet.

1. State the names of each "employee" of the Town of Brookline, having a financial or personal interest in the above mentioned "organization" or project proposed.

Name, Job Title and City Department

2. State the name(s) of any current or prior elected or appointed "official", of the Town of Brookline having a potential "financial interest" in the organization or project.

Name/Title

3. Provide the names of each "board member" of the Organization seeking CDBG funding
Name Board, Commission, or Committee (may be attached as a separate Sheet)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Additional:

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.

APPLICATION CHECKLIST MUST BE INCLUDED WITH RFP SUBMISSION

General Information (Item I., Pg. 8)

Organizational Information Provided

Basic Eligible Activities (Item II., Pg. 8)

Project/Activity Type Determined

Project Eligibility (Item II, Pg. 11)

Meets National Objectives

Long Term Goals/Objectives Determined

Outcome Determined

Consolidated Plan Strategies (Item III., Pgs. 13-14)

Goals of Program/Activity Determined (i.e. Housing, Homeless, etc.)

Proposal Outline (Item IV., Pgs. 14-15)

Outline complete, including:

- Executive Summary
- Needs Statement
- Description of Proposed Program or Project
- Goals and Objectives
- Methods of Accomplishing Goals and Objectives
- Organization Experience
- Management & Staff Experience
- Strategies for Building on Community Strengths
- Program Evaluation Process
- Matching Funding
- Fiscal Management

Project/Activity Budget (Item V., Pgs. 15-17)

Questions 1-7 Answered

Applicable Budget Forms (Budget form on Pg 17, Forms A and B on Pgs. 22-23, Form C on Pg. 24)

Performance Measures (Item VI., Pg. 19)

Outcomes and Outputs Answered

Special Needs Populations and Race and Ethnicity (Items VI. And VII., Pg. 20)

Outcomes and Outputs Answered

Addenda (HUD Requirement Checklist Pgs. 21-22, Disclosure Pg. 26)

Completed

Signature: _____

FOR OFFICE USE ONLY

National Objectives: _____

Eligibility: _____

Date Submitted:	_____
Organization:	_____
Project Title:	_____